



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
320 MANSCEN LOOP STE 316
FORT LEONARD WOOD, MISSOURI 65473-8929

10 8 FEB 2015

IMNW-LNW-LGS

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #54-06, Civilian Dining Facility Use Policy

1. REFERENCE: AR 30-22, The Army Food Service Program, 30 August 2002.
2. PURPOSE: To provide guidance and establish policy throughout Fort Leonard Wood regarding the use of dining facilities by civilians.
3. POLICY/PROCEDURES: The overall intent of the civilian dining facility use policy is to provide our military family members and civilian workforce the opportunity to eat occasional meals at Fort Leonard Wood dining facilities as a matter of dining enjoyment and convenience. Specifics of the policy include:

a. Spouses and Family Members of Military Personnel.

- (1) May purchase meals at their sponsor's designated dining facility during certain predesignated meals such as holidays and other special occasions.
- (2) Family members may subsist in the MANSCEN Noncommissioned Officer Academy Dining Facility (Building 3223) when the military sponsor (all ranks) is deployed or on temporary duty.
- (3) Family members of sponsors (all ranks), who are a prisoner of war, missing in action, or serving in an isolated tour area, may subsist in Building 3223.
- (4) Military personnel (all ranks) and their family members in a PCS status may subsist in Building 3223 (a copy of the military member's PCS orders should be presented for identification).

b. Federal Civilian Employees and Military Family Members. On an occasional basis, Federal civilian employees and military family members may eat at Building 3223 during normal operating hours. (Occasional is defined as no more than twice per week.) Personnel subsisting must not interfere with the normal mission of feeding soldiers or give the appearance of using the facility on other than an occasional basis and/or as a matter of convenience. The DOD civilian ID card or dependant ID card will be presented for identification.

IMNW-LNW-LGS

SUBJECT: Command Policy #54-06, Civilian Dining Facility Use Policy

c. Federal Civilian Employees. On an occasional basis and when the battalion commander determines that it is in the best interest to the Government in the form of operational efficiency, morale improvement, or good community relations, Federal civilian employees, assigned to and employed by a training brigade, may eat in their designated unit's appropriated dining facility. Personnel subsisting must not interfere with the normal mission of feeding soldiers or give the appearance of using the facility on other than an occasional basis and/or as a matter of convenience. The DOD civilian ID card or dependant ID card will be presented for identification.

d. Fire Department Personnel. On an occasional basis and as a matter of convenience, fire department personnel on shift may subsist at Building 3223 during normal operating hours.

e. Contractor Employees.

(1) Contract dining facility cooks and attendees may eat in the dining facility during their scheduled work periods.

(2) Other contractor employees are not authorized to eat at Fort Leonard Wood dining facilities without prior coordination through the Installation Food Service Office and Installation Commander's approval.

f. Members of Youth Groups. Requests to support members of youth groups will be handled on a case-by-case basis. Request will be forwarded to the Installation Food Advisor for approval and dining facility designation.

g. Prospective Enlistees. Prospective enlistees may eat meals at Fort Leonard Wood dining facilities on a cash-reimbursement basis when escorted by Army or Reserve Component Recruiters. Request will be forwarded to the Installation Food Advisor for approval and dining facility designation.

h. Retired Military Personnel. Retired military personnel and their family members may utilize the dining facilities during the Retiree Day, Thanksgiving and Christmas Holiday meals.

i. Normandy Training Area. Federal civilian employees working at the Normandy Training Area may eat at the dining facility (Building 5073) while the employee is on duty. A list of DOD civilian personnel will be provided to the dining facility and maintained with the headcount book for verification of authorization.


j. Dining facilities are primarily designed to provide meals to enlisted personnel who are entitled and identified as such via the meal card. Each quarter, the Installation Food Advisor will assess civilian usage to determine impact, if any, on our enlisted soldiers.

4. SUPERSESSION: This policy will remain in effect until rescinded or superseded and supersedes policy letter 54-01, Civilian Dining Facility Use Policy, dated 26 December 2001.

IMNW-LNW-LGS

SUBJECT: Command Policy #54-06, Civilian Dining Facility Use Policy

5. PROPONENCY: The proponent for this command policy is the Directorate of Logistics, 596-0621.


RANDAL R. CASTRO
Major General, USA
Commanding

DISTRIBUTION:

All Schools, Brigades, Battalions, Companies,
Detachments, Tenant Units, Directorates
and Personal Staff Offices